

UNIVERSITY OF MARYLAND
AT COLLEGE PARK

SCHEDULE
NO. 1758

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

University of Maryland Biotechnology Institute, Center for Agricultural Biotech.

AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Files include incoming and outgoing correspondence Center of Agricultural Biotechnology policies and procedures, brochures, CAB employee list (updated), symposium, lectures, seminars, job applications, ABC subject files.</p>	<p>Screen annually and destroy material for which no further reference is required. Material having continuing administrative, legal, fiscal, or historical value to be microfilmed.</p> <p>Material that relates to development of the Center should be permanently.*</p>
2.	<p><u>MISCELLANEOUS ACCOUNTING RECORDS</u></p> <p>Files include completed copies of transfers of payroll and non-payroll charges, journal forms for fee charges, report of fees, account general ledgers, purchase orders, invoices, requisition ledgers, travel requests, expense reports, petty cash reports, deposit forms, work request forms, communication request forms, miscellaneous payment forms, internal service requests, pay journals.</p>	<p>Retain for five years and/or until all audit requirements have been fulfilled, then destroy.**</p>
3.	<p><u>CENTER FOR AGRICULTURAL BIOTECHNOLOGY GRANT FILES</u></p> <p>Files include all proposed grant requests, all funded grants, all updating of grant funds, all year(s) Center budgets (past, current, and projected), laboratory vendor files, newsletters, announcements, account general ledgers, purchase orders, invoices.</p>	<p>Material should be retained for five years and/or until all audit requirements have been fulfilled, then destroy.**</p>

Schedule Approved by the Vice
President of Administrative Affairs

Schedule Authorized by

May 15, 1995 *[Signature]* VP
Date Signature Title

OCT 31 1995

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE
NO.

1758

REVISED 10/19/95

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Item No.	Description	Retention
4.	<p><u>CENTER FOR AGRICULTURAL BIOTECHNOLOGY ADMINISTRATIVE FILES</u></p> <p>Files include all CAB personnel and payroll files, contract employee time sheets, faculty time sheets and yearly reports of leave, curriculum vitae (updated), leave forms state car files, daily parking use files, grant reports of spending and projections, blank form files, benefit information, retirement information, inventory forms, backup public computer directories on network, all materials pertaining to searches by CAB.</p>	<p>Personnel files to be kept for 5 years beyond termination of employee, then destroy. All other files should be kept for five years and until all audit requirements have been fulfilled, then destroy.**</p>
5.	<p><u>CENTER FOR AGRICULTURAL BIOTECHNOLOGY LABORATORY FILES</u></p> <p>Files include research and compiled analyses, publications resulting from work, background publications used during publication, vendor catalogs, laboratory notebooks.</p> <p>+CAB IS THE OFFICE OF RECORD FOR SPECIFIC ANALYTICAL DATA.</p>	<p>Material that relates analysis (data) should be retained permanently.*</p> <p>other All files should be retained for five years and/or until all audit requirements have been fulfilled, then destroyed.</p>
6.	<p><u>CENTER FOR AGRICULTURAL BIOTECHNOLOGY TEACHING FILES</u></p> <p>Files include instruction materials, prospectus, syllabus, exams, student records, recommendations.</p>	<p>Material that relates to student records should be retained for 25 years, then destroy.</p> <p>All other files should be retained for a period of five years and/or until all audit requirements have been fulfilled, then destroyed.**</p>
<p>*IF UMCP ARCHIVES IS NOT AVAILABLE, MATERIAL FOR PERMANENT RETENTION WILL BE TRANSFERRED TO STATE HALL OF RECORDS IN ANNAPOLIS AND MATERIAL WITH LIMITED RETENTION PERIOD (5-25 years) WILL BE TRANSFERRED TO THE STATE ARCHIVES FACILITY IN JESSUP.</p> <p>**UNTIL AUDIT REQUIREMENTS HAVE BEEN FULFILLED MEANS FIVE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND SIX YEARS THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p>		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. AGENCY <u>Biotechnology Institute</u> University of Maryland/College Park		2. DIVISION <u>Center for Ag Biotech</u>		3. UNIT	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>General Correspondence</u>				5. EARLIEST YEAR/LATEST YEAR <u>1986 TO 1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Files include incoming and outgoing correspondence, Center for Agricultural Bio-technology policies and Procedures, brochures, CAB employee list (updated), symposium, lectures, seminars, job applications, ABC subject files.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input checked="" type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input checked="" type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <u>20</u> <input type="checkbox"/> MICROFILM(S) NUMBER <input checked="" type="checkbox"/> COMPUTER TAPE(S) <u>10</u> <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Storage boxes 10</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>5</u> MONTHS(S) <input type="checkbox"/> YEARS(S) NUMBER			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>296, 2nd floor, 2113</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Screen annually & destroy material for which no further reference is required. Material having continuing admin legal, fiscal, or historical value to be microfilmed for retention in UMCP archives for 25 yr., then destroy. Material relating to development of Center should be retained permanently in archives.			
19. NAME AND TITLE OF PREPARER <u>Mary Ann Winslow, Admin Asst.</u>		20. TELEPHONE NUMBER <u>405-1582</u>		21. DATE <u>4/14/95</u>	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
		PAGE <u>1</u> OF <u>1</u>			
1. AGENCY Biotechnology Institute University of Maryland AT COLLEGE PARK		2. DIVISION Ctr for Agricultural Biotech.		3. UNIT	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Miscellaneous Accounting Records				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Files include completed copies of transfers of payroll and non-payroll charges, journal forms for fee charges, report of fees, account general ledgers, purchase orders, invoices, requisition ledgers, travel requests, expense reports, petty cash reports, deposit forms, work request forms, communication request forms, miscellaneous payment forms, internal service requests, pay journals.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Payroll journals 11" x 17"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <u>10</u> <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <u>3</u> <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 296, 2nd Floor, 2113			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO UMBI, UMCP Payroll		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for five years and/or until all audit requirements have been fulfilled, then destroy.		
19. NAME AND TITLE OF PREPARER Mary Ann Winslow, Admin. Asst.		20. TELEPHONE NUMBER 405-1582		21. DATE 4/14/95	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. AGENCY Biotechnology Institute University of Maryland/ XXX College Park		2. DIVISION Ctr for Agric. Biotech.		3. UNIT	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Center for Agricultural Biotechnology Grant Files				5. EARLIEST YEAR/LATEST YEAR <u>1986</u> TO <u>1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Files include all proposed grant requests, all funded grants, all updating of grant funds, all year(s) Center budgets (past, current, and projected), laboratory vendor files, news-letters, announcements, account general ledgers, purchase orders, invoices.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) . 15 <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) 5 <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 296, 2nd floor, 2111			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO UMBI, accts. payable		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			18. RECOMMENDED RETENTION Material should be retained for five years and/or until all audit requirements have been fulfilled, then destroyed.**		
19. NAME AND TITLE OF PREPARER Mary Ann Winslow, Admin. Asst.		20. TELEPHONE NUMBER 405-1582		21. DATE 4/14/95	

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		PAGE <u>1</u> OF <u>1</u>			
1. AGENCY <u>Biotechnology Institute</u> <u>University of Maryland/College Park</u>		2. DIVISION <u>Ctr for Ag Biotech.</u>		3. UNIT	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>CTR for Ag. Biotech. Administrative Files</u>				5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Files include all CAB personnel and payroll files, contract employee time sheets, faculty time sheets and yearly reports of leave, curriculum vitae (updated), leave forms, state car files, daily parking use files, grant reports of spending and projections, blank form files, benefit information, retirement information, inventory forms, backup public computer directors on network, all materials pertaining of searches by CAB.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <u>15</u> <input type="checkbox"/> MICROFILM(S) NUMBER <input checked="" type="checkbox"/> COMPUTER TAPE(S) <u>10</u> <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <u>5</u> <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>296, 2nd floor, 2113 & 2111</u>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO <u>UMBI, Payroll</u>		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <u>Personnel files to be kept for 5 years beyond termination of employee, then destroy. All other files to be kept for 5 years until audit requirements are met, then destroy.</u>		
19. NAME AND TITLE OF PREPARER <u>Mary Ann Winslow, Admin. Asst.</u>		20. TELEPHONE NUMBER <u>405-1582</u>		21. DATE <u>4/14/95</u>	

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1. AGENCY <u>Biotechnology Institute</u> <u>University of Maryland at College Park</u>	2. DIVISION <u>Ctr for Ag Biotech</u>	3. UNIT
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE <u>CENTER FOR AGRICULTURAL BIOTECH. LABORATORY FILES</u>		5. EARLIEST YEAR/LATEST YEAR <u>1987</u> to <u>1995</u>
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Files include research and compiled analyses, publications resulting from work, background publications used during publication, vendor catalogs, order requests.		
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11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>5</u> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>073-2212, 2212C; 090-1208A; 795-1305, 1307</u> <u>296-2115, 2117, 2119, 2121, 2109</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Material relating to analysis (data) should be retained permanently.* All other files should be retained 5 years and/or until all audit requirements are fulfilled, then destroy. CAB IS THE OFFICE OF RECORD FOR ANALYTICAL DATA.
19. NAME AND TITLE OF PREPARER <u>Mary Ann Winslow, Admin. Asst.</u>	20. TELEPHONE NUMBER <u>405-1582</u>	21. DATE <u>4/14/95</u>

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1. AGENCY <u>Biotechnology Institute</u> University of Maryland at College Park		2. DIVISION Ctr for Agric. Biotech.		3. UNIT	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Center for Agricultural Biotechnology Teaching Files				5. EARLIEST YEAR/LATEST YEAR <u>1986</u> TO <u>1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Files include instruction materials, prospectur, syllabus, exams, student records, recommendations.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME _____ NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) . 25 <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 296:2119,2115 090:1208A 073:2212,2212C		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO Records & Registration			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Material relating to student records should be retained 25 years, then destroy. All other files should be retained for a period of five years and/ or until all audit requirements have been fulfilled, then destroyed.**			
19. NAME AND TITLE OF PREPARER Mary Ann Winslow, Admin. Asst.		20. TELEPHONE NUMBER 405-1582		21. DATE 4/14/95	